

#### Michigan Merit Exam FAQ as of January 5, 2007

#### **Test Sites**:

1. May the school select the off-site testing location or will ACT assign?

The school will select the off-site location, and submit a Proposal for Off-Site Administration of the Michigan Merit Examination (MME) ACT State Testing Spring 2007 to ACT prior to December 1, 2006, for review and approval. The Off-Site Request Form is available at <a href="https://www.michigan.gov/mme">www.michigan.gov/mme</a>.

2. Do all schools need to be a National Test Center?

No. Although many schools may choose to be approved as a national test site, there is no requirement for them to do so. All schools must be approved as a state test site.

3. If we administer the ACT, WorkKeys and Michigan math assessments off-site, can we administer the Michigan science and social studies tests in our school?

Please refer to the clarification memo dated December 11, 2006 from Jim Griffiths. The memo is available on the MME website.

4. Will our E.I. students from our county center-based program be allowed to attend another test site? Same question for small districts?

Each site that has been officially established as a school by the State of Michigan – that is, has its own official five-digit school code number – must administer the MME with its own staff. However, if a school desires to administer the MME off-site (i.e. at another school) they must submit an Off-Site Request Form to ACT for approval. They must use their own staff to administer the MME, and students must be tested in their own rooms at the off-site facility, separate from the other students. Essentially, each school administering the MME in that facility is functioning as its own entity.

5. If our district has three schools that will be approved for MME testing, can we use just one of those schools for the Make-Up testing dates for <u>all</u> of our district students that missed the initial test days?

Yes, so long as each school uses its own staff for make-ups, and the students from each of the three schools test in separate rooms. Students from different schools may not be combined in one testing room. The schools that are not administering the Make-Up Tests in their own school buildings will need to submit an Off-Site Request Form to ACT for the Make-Up Test dates.



### 6. Will sites (schools) that have already been approved for the ACT test at present, have to be approved again for the MME Testing?

Yes. It must be ascertained that the sites are capable of meeting ACT requirements during the school week.

### 7. Where do students test who are Home-Schooled or Non-Public School students?

Home-schooled students must test at the public school in the district they reside. If a non-public school is approved as a test center, all of their students will test there. For those non-public students whose schools are not approved as a test center, they will need to travel to one of the several test centers provided for them by the Michigan Department of Education, Office of Educational Assessment & Accountability.

### 8. Since you will be offering free retakes, are you encouraging or requiring all High Schools to be an October test site?

Schools are encouraged to become a national test site for the Saturday administration of the ACT, but are certainly not required to do so. All high schools will need to offer WorkKeys and the Michigan components in the fall, but students may test on October 27, 2007 at any of the ACT national test sites.

9. Do test conditions for ACT apply to WorkKeys and Michigan tests as well?

See question #3.

10. Since registration to be a test site, we have decided to move off-site. Is it too late?

Off – site Registration Requests were due on December 1, 2006. If you now find you cannot meet the standard testing requirements at your school contact ACT immediately.

11. If a school has a snow day on a scheduled testing day, what process will we use to reschedule testing?

If a snow day occurs on the initial day of testing, students will need to test during the makeup window. Procedures will be discussed at the Key Staff Training.



#### **Testing Staff:**

12. Why can't the Test Supervisor (TS), Back-up Test Supervisor (BU) and Test Accommodations Coordinator (TAC) be related to students taking the ACT, WorkKeys, or MME anywhere in Michigan during the 2006-07 school year?

These individuals have advance access to test materials. This rule is designed to avoid the appearance of a conflict of interest, and to protect relatives (siblings, children, step-children, grandchildren, nieces, nephews) and wards from allegations of impropriety because key staff members have early access to test materials.

The Test Supervisor (TS) and Back-up Test Supervisor (BU) cannot be related to any student taking the MME anywhere in Michigan. The Test Accommodations Coordinator (TAC) cannot be related to any student testing with accommodations anywhere in the State of Michigan.

13. Is it that the Test Accommodations Coordinator can not be related to any student taking the MME, or just students taking the MME with accommodations?

The Test Accommodations Coordinator can not be related to any student taking the MME with accommodations anywhere in the State of Michigan.

14. Do Test Supervisors (TS), Back-up Test Supervisors (BU), and Test Accommodations Coordinators (TAC) have to be different people? Can the Back-Up Test Supervisor (BU) and the Test Accommodations Coordinator (TAC) be the same person?

In smaller schools, it is possible for the Back-up Test Supervisor (BU) and the Test Accommodations Coordinator (TAC) to be the same person. However, in larger schools, the TAC will be so busy with accommodations requests that the TAC should not also be the BU Test Supervisor.

15. Do you need a Test Accommodations Coordinator if no students require accommodations?

In this instance, the BU could also be the TAC, but you must have a staff member assigned to the TAC position.

16. If an employee contracts through a temp agency – does this qualify as being employed by the school or district?

An individual working for a school through a temp agency may serve as a test day staff person, provided they meet all of the qualifications (e.g., relatives) and their position at the school has not been created just to support the administration of the MME.

### 17. Why is there no back-up for the Test Accommodations Coordinator?

Given the two-week window for accommodations testing, there is not requirement for a back-up TAC.



# 18. Can only the Test Supervisor affix labels or may teaching staff assist in this task?

Other responsible school staff may assist with this task.

# 19. May the TS, BU, and TAC be district employees if they are serving as the TS, BU, or TAC for only one high school, or must they be a school employee?

For smaller districts and/or specialized schools, staffing may be an issue. The primary consideration in these situations is that the Testing Staff -- TS, BU, and TACs all have a key relationship with the school. These are the staff that will need to be familiar with the other school staff, able to work with the administration to make facility arrangements and staffing assignments, able to organize the pretest activities, and in the case of the TAC -- have a working relationship with the students who may be seeking accommodations. For small districts and/or specialized schools with staffing issues, the principal or designee should contact ACT to discuss their individual circumstance and determine if there is a workable solution. The number to call is 800-553-6244 ext 2800.

#### 20. What constitutes employment?

Being a regular employee of the school system and assigned to or working in the high school on a regular basis.

### 21. Can athletic coaches supervise or proctor in a test room without academic or athletic students that are on their teams?

Athletic coaches may serve as room supervisors or proctors for groups of students testing with standard time. The prohibition against athletic coaches applies to individual and small group accommodated testing if the student(s) participate in athletics.

## 22. If an alternative high school does not have any juniors does the test coordinator need to attend training?

Training is being conducted in the fall 2006. If there is a possibility that a student transferring to the school in early 2007 would test, the TS should have participated in training.

# 23. When will training materials be available for room proctor and room supervisor training?

Test Supervisors organize training for their schools. Copies of the video will be available from Wayne RESA beginning December 15, 2006. Contact Wayne RESA to obtain a copy. In early 2007, ACT will contact Test Supervisors regarding a Web-based training tool that will be available to support the training of Room Supervisors and Proctors.



# 24. When should staff training be complete? And how long should staff training take?

For staff assisting with the Pre-Test session, training should be completed the 2<sup>nd</sup> or 3<sup>rd</sup> week of February. Staff training for test day staff (Room Supervisors and Proctors) should occur in advance of testing allowing enough time for staff to read the supervisor's manuals and have the opportunity to have all questions answered. See "Training Testing Staff" on page 9 of the Supervisor's Manual of Instructions for the ACT Plus Writing – State Testing.

# 25. If a relative took the fall 2006 ACT, can I still be test supervisor or back-up supervisor?

Yes – the Fall 2006 ACT administration was on a National Test Date. The relative guidelines for the MME refer only to MME administrations in the spring of 2007.

### 26. Who can be a room proctor?

See page 2 (Relatives Testing) and pages7-8 of the Supervisor's Manual of Instructions for the ACT Plus Writing – State Testing for information about who can serve as members of the testing staff.

# 27. Can the accommodations coordinator also be the room supervisor and test administrator?

Yes – A TAC may serve as the Room Supervisor and the TAC and Test Supervisor can be the same person. Typically the joint TS and TAC role is okay in small schools where very few students are being tested.

# 28. If we are a small school and have less than 25 students to test, can the test supervisor and room supervisor be the same person?

Yes – this is okay if only one room is being used. If there are multiple rooms used for testing – the TS should not serve as one of the Room Supervisors.

29. Can the testing supervisor and accommodations coordinator be the same person?

Yes.



## 30. Can we use one room supervisor before the break and another room supervisor after the break?

Not for Day 1 – See the Supervisor's Manual of Instructions for the ACT Plus Writing – State Testing page 7: "Each room is required to have a room supervisor who must serve for the entire session." Also see page 9 that allows for proctors to be rotated or replaced at the mid-morning break, if necessary.

# 31. Will we have this training next year to administer the test? Or is this training good for the next few years?

Test staff (TS, Backup TS, and TACs) who were trained for the Spring 2007 MME administration will not be required to attend training for 2008; however, they may elect to come to training as a refresher and to learn about any changes that may be implemented.

32. Can the TS, BU and TAC visit testing rooms to insure practices, attendance and security are in place?

Yes.

33. What is meant by "testing staff may not be involved in test prep for commercial gain outside normal teaching responsibilities"?

ACT recognizes that the normal duties of a counselor or teacher may involve some responsibilities for test preparation. These activities by teachers or counselors are not a conflict of interest, provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise.

34. Can proctors/staff have served on previous MEAP committees?

Serving on a MEAP committee is not considered a test prep activity.

## 35. Can a test proctor be related to a student being tested in another part of the state of Michigan?

A room supervisor or proctor may not serve in the same room with a relative. A Test Supervisor or Back-up Test Supervisor may not be related to any student taking the MME with standard time anywhere in Michigan. A Test Accommodations Coordinator may not be related to any student taking the MME with accommodations anywhere in Michigan.

### 36. Can a Test Accommodations Coordinator also have a relative taking the MME at another school?

Yes, but only if the relative student is not testing with accommodations.

37. What about relatives who are cousins?

Cousins may serve as testing staff.



38. As Assistant Principal, I oversee the MEAP/MME testing at our high school; however I have two nephews taking the MME. Can I attend the training sessions, read manuals, set up the testing schedule, and supervise the testing process but NOT participate in activities during the testing window?

No, only the three key Testing Staff and the District Coordinator will be able to attend the Testing Staff training sessions, due to capacity. With more than 1000 schools being established as test centers, we will be training approximately 4000 Testing Staff. We would encourage you to support and assist your MME Testing Staff as needed in your role as Assistant Principal. The three MME testing staff must be involved in all aspects of MME testing. The video used during the training will be available to schools following the training – this can be used for additional training or viewing by administrative staff.

39. I work at a small school. My duties include both preparation and administration of standardized tests. The preparation work is in my job description. Will I still be eligible to be the Test Supervisor for the school or will we need to select another staff member?

Yes, you will still be eligible, so long as you don't earn extra compensation from your test preparation duties.

40. Will testing staff be required to attend the Saturday Fall 2007 senior retest date?

No. The fall retest on a Saturday will be handled by staff hired by ACT for national testing. In some cases this may be local district staff.

41. Will junior alternative ed students test with juniors in our regular high school at the same facility. They fall under the same district, so why wouldn't they test in the same facility with the same identified Test Supervisor, Back-Up Supervisors and Test Accommodations Coordinator?

The issue is whether the alternative school has its own official **school** code in the State's School Code Masterfile. A school with its own school code needs to establish itself, and nominate its own testing staff. (continued next page)

The alternative school with its own school code could test at the regular high school, but the alternative school must have its own testing staff and test in separate rooms and an off-site request form must be submitted to ACT by December 1, 2006.

If the alternative school does not have a separate official State of Michigan code, the alternative students would test at the school identified within the enrollment section of SRSD.



#### Training:

# 42. Will the video that was shown at the key staff training be available?

Yes, but copies will not be available until after the last training date of Dec 14. DVD or VHS copies may be purchased from Wayne RESA by contacting Brenda Hose, 734-334-1437 or <a href="https://hoseb@resa.net">hoseb@resa.net</a>. VHS/DVD copies are \$10.00 + S & H \$4.00.

#### **Accommodations**:

#### 43. If accommodations are made, will the ACT score qualify for college?

Many assessment accommodations do result in college-reportable scores. See the accommodations chart at <a href="https://www.michigan.gov/mme">www.michigan.gov/mme</a> for further details about which accommodations result in college-reportable scores.

# 44. If a student enrolls after Dec 1 and the prior district did not apply for accommodations, does this mean the student does not get accommodations?

See page 3 of the "Procedures for Requesting ACT Test Accommodations for Day 1 of the Michigan Merit Examination (MME) – March 2007" available on the MME Web page. This says: "Request forms received after December 1, 2006, will be considered only for students who began attending your school after November 1, 2006, and only if complete. No new forms will be accepted after January 10, 2007."

# 45. If an IEP says Reader, can we order a DVD? Can all DVD accommodations be tested in the same room?

If the IEP indicates a reader or audio version the DVD can be ordered. If the IEP only states "reader" then the student should be provided a reader.

For students with ACT approved use of a DVD, they can all be in the same room only if each student has a headset to other students are not disturbed. However, if students are using the DVD as a state-allowed accommodation, they must be in a different room than the students with ACT approved use of a DVD. You cannot have students with ACT approved accommodations and students with state allowed accommodations in the same room.



# 46. For students with accommodations, how long should it take? How do you take Day 1 (ACT) test over multiple days?

For students with ACT approved extended time over multiple days, ACT will indicate how the assessments are to be administered. For students using extended time as a state allowed accommodation, the district, based on the IEP, will determine how the student will be administered the ACT assessments over multiple days. However, none of the assessments can exceed triple time.

# NEW

#### Is the list of accommodation the same as MEAP?

The accommodations listed in the MME Accommodation Summary Table correspond to the same numbers in the State Board of Education approved accommodation summary table. However, any accommodation in the MME Accommodation Summary Table that is shaded either is worded differently or has the Standard, Nonstandard, or Not Applicable designation changed from the SBE approved accommodation summary table. A good example is a "reader." A reader in the SBE approved accommodation summary table is nonstandard for MEAP, but is standard for all of the MME components.

# 48. If students with disabilities are NOT college bound, can we go directly to State-approved documents?

The MDE encourages all students to apply for ACT approved accommodations. Many students do much better than anticipated on the ACT assessments. However, it is possible to just submit the state allowed accommodations form to ACT for Day 1 assessments.

# 49. If an IEP state a student may receive the test orally or read through cassette or DVD, would that be ACT approved or would it be depending on the student's disability?

It is an accommodation that can be requested for ACT approval. Documentation is required for all ACT approved accommodations.

50. Are only DVDs available? If so, what do districts do when correct hardware is not available? Will we get a sample State and ACT DVD to make sure our hardware will support the DVD format?

DVDs and audio cassettes are available for Day 1 – ACT. It is recommended that practice accommodated versions be ordered in order to check out the equipment that will be used. Posted on the MME Web page is a form to request practice accommodated version of the ACT.



# 51. What is the difference between State allowed and ACT approved accommodations?

When a student uses accommodations that were ACT approved, the ACT scores will be college reportable. If state allowed accommodations are used, the ACT score will not be college reportable. However, the use of ACT and state allowed standard accommodations will result in valid MME scores, which are eligible to be considered for the Michigan Merit Award and will be used for NCLB and Education Yes!.

## 52. If test accommodations are not approved yet, how do I order the correct number of test accommodation booklets?

If ACT approved accommodations were requested and ACT approved, ACT will provide the needed accommodated materials. If ACT does not approve them, they will either ask for additional information or indicate that the state allowed accommodation form will need to be submitted, which indicates what accommodated versions of the ACT assessments are needed.

# 53. What if a student transfers in with a poorly written IEP that does not specify accommodations?

The district will need to amend the student's IEP in order it request ACT approved accommodations or to use state allowed accommodations.

# 54. If a student has "test read" accommodation on IEP, can that translate to audio cassette or DVD accommodation for MME?

That is a decision that needs to be made for *each* individual student. If the IEP indicates "test read" it is not always true a student will be able to use an audio version of the assessments. The district must provide the accommodation listed in the IEP.

The date for applying for State-allowed accommodations for Day 1 is Jan 10. We are to be mailed out the preliminary roster for approved student accommodations in mid-to late January. How do we know to apply for State allowed accommodations if we don't find out until mid-to late January?

ACT has ensured the MDE that districts will be notified in time to submit the state allowed accommodations form for a student if the accommodations are not ACT approved.



If a special education student enrolls in our school after Nov. 17, how will we provide accommodations? What would the process be to give them the necessary accommodations for the MME?

The November 17 deadline was for ordering accommodated versions of WorkKeys and Michigan components. Additional orders can be made through the OEAA Secure Site.

# 57. Why aren't extended time and other accommodations listed on the State-allowed accommodations request form?

The only accommodations listed on the state allowed accommodation form are the accommodated versions that need to be ordered. State allowed extended time is determined by the local district, based on what the IEP states. Day 1 can have up to triple time and over multiple days. Day 2, 2, 3 or 4 can have time and one half, double time, or up to three hours. The amount of extended time will need to be determine prior to administering the assessments in order to know when to stop the administration of each assessment.

### 58. Do students take the MI-Access need to take any other tests?

The student's IEP team determines, by content area, what state assessment the student will be administered. Grade 11 students will either take all of MME or all of MI-Access. Until MI-Access has science and social studies developed, the student's IEP team must determine how the student will be assessed in these content areas. Results for these assessments should be kept in the student's file for monitoring purposes.

# 59. What accommodations will be allowed for students enrolled in alternative education programs?

Whatever is in the student's IEP or Section 504 plan. For English language learners, it is up to the student's instructional team. The MME Accommodation Summary Table provides all of the needed information related to accommodations that can be requested for ACT approval or state allowed.

### 60. If a student is allowed extra time must he take it?

The student only needs to use the amount of time needed. If the amount of extra time is more than a student needs, the student does not need to use it.



# 61. If there are no students who need special accommodations does anything need to be sent in?

No. These students will receive standard assessment materials and will take it using standard time.

# 62. Are students approved for ACT accommodations automatically approved for state accommodations?

"Approval" of accommodations only applies to Day 1-ACT for college reportable scores. State allowed accommodations are not approved by ACT or the state. These are determined by the district, based on the student's IEP, just like what had been done for MEAP.

#### 63. Are computer labs OK to use for audio DVD accommodations?

Only if each student has his/her own audio version and headset so each student is individually being administered the assessments. This is no different than what was required for MEAP and MI-Access.

# 64. No application is needed for use of DVD/cassette? Is use of DVD/cassette standard on Day 1?

If a student wants college reportable Day 1-ACT scores, the use of an audio cassette or DVD must be requested and approved. Day 1-ACT state allowed accommodations or an audio cassette or DVD are ordered using the State Allowed Accommodations Form. If a form is not submitted, the student will take the ACT with standard materials and standard time. Accommodations for Day 2, Day 2, 3 or 4 are district determined, based on a student's IEP, Section 504 plan, or an ELL instructional team, and ordered using the OEAA Secure Site.

# 65. Does the Test Accommodations Coordinator handle special testing for both special ed and regular ed students?

The Test Accommodation Coordinator is responsible for any student needing accommodations. Section 504 and ELL are considered general education students.

# 66. If it is a standard accommodation, does it need to be on the IEP or can it just happen?

It must be in the student's IEP, Section 504 plan, or determined by the ELL instructional team.



# 67. Is there documentation needed for 504 students to get accommodations for ACT approved?

Yes. See the *Procedures for Requesting ACT Test Accommodations for Day 1 of the Michigan Merit Examination – March 2007*, which is posted on the MME Web page in the special populations section.

# 68. On IEP forms, the MEAP is listed for accommodations. Can we cross out MEAP and put MME and this would be valid?

The MDE indicated that IEP Team should determine accommodations for both MEAP and MME until the MDE know is the MME would be administered. The IEP can be amended in order to review what accommodations are needed for MME.

# 69. Students with multiple impairments, example LD is checked on the IEP but ADD is mentioned in the IEP but not marked as OHI on IEP, can I mark OHI on the accommodations request?

Page 4 of the Procedures for Requesting ACT Test Accommodations for Day 1 of the Michigan Merit Examination – March 2007 provides a table that lists the Michigan special education eligibility categories and the ACT designations. Use this table as a guide.

# 70. How will the state know that our students took MI-Access instead of the MME?

The same way they do now. MI-Access results are entered into the OEAA Secure Site and are used for NCLB and Education Yes! purposes. Also, if a student is going to be administered MI-Access he/she should be pre-ID or a pre-ID label should be printed from the OEAA Secure Site to affix on the student's answer document.

# 71. Are tests with State approved accommodations college reportable?

No. Only Day 1-ACT approved accommodations will result in college reportable scores.

# 72. If ACT approved accommodations results are not sent to colleges, why do these students need to complete all the pre-testing information?

ACT approved accommodations **do** result in college reportable ACT scores.



73. Will the tapes for Work Keys match the printed test booklet? Yes.

74. Student who are testing with accommodations – does extended time written on the accommodations page of the IEP qualify for extended time for ACT approved documentation?

Submit this information to ACT and they make the determination if the student qualifies for ACT approved extended time.

75. It is my understanding that WorkKeys accommodations do not need to be applied for. Standard accommodations for the MEAP are also standard for WorkKeys and may be decided by the IEP team and provided as indicated. Is all of this true?

Please use the accommodations chart found at <a href="www.michigan.gov/mme">www.michigan.gov/mme</a> to determine which accommodations are available for ACT, WorkKeys, and the Michigan components.

76. What if "testing over multiple days" is an ACT approved accommodation for Day 1? Does the Day 1 test still need to be completed before Days 2 and 2, 3, 4 are started?

Yes. The tests **MUST** be administered in the order designated and within posted special testing window dates.

77. Are accommodations handled in the same way during the MME make-up dates?

Students testing with accommodations will do so in the two week windows as outlined during the September 28<sup>th</sup> video. This window starts at the time of initial testing. There are no accommodations windows tied to the Spring Makeup.

78. If a district requests an accommodation of a written script to read to ELL students for ACT, how much time will a proctor have to review the script before testing?

Based on the schedule of materials distribution, the materials will arrive late Feb or the first week of March. The school would have the period from the receipt date of the materials until test day to translate. Given this is accommodated testing, it also provides somewhat of a cushion to translate – test day for Day 1 does not have to be March 13<sup>th</sup>, as long as the student has enough time after the translation to complete testing. Since they are reading the test to the student, testing will most likely take place over multiple days. The accommodated testing window runs until March 27<sup>th</sup>.



79. May ACT accommodated student and state-accommodated students test in the same room?

No

80. Readers can only read to one student for ACT. Is this true for the MME as well?

Yes. The ACT is one of the components of the MME.

81. If you have students who get the accommodation of a DVD and we use headsets, can students with different timing codes test together?

No. Students with different timing codes may never test in the same room.

82. Can multiple students with the same timing code test in the same room?

Yes.

83. For student testing over multiple days, must testing begin at 9:00 am or may we schedule these tests at our discretion?

Testing with accommodations may be scheduled between the Test Accommodations Coordinator and individual student at anytime during the 2 week window for accommodations testing.

84. What about students who are using cassettes and part way through the test decide to not use them for the remainder of the test?

That certainly is the student's choice to do so. The student uses the audio versions with the print version so the student can choose to stop using the audio version and still complete the assessments.

Please note: A Question and Answer document will be available from the October 18 Videoconference: *MME Test Accommodations for Special Populations*.



#### **MME Administration:**

85. Will the pre-test information for Day 1, Day 2, and Day 2, 3, or 4 each be 90 minutes? Is it the same form/information for each Day?

The pretest information MUST be filled out in advance of test day on all three answer folders associated with the MME.

The Day 1 – ACT Plus Writing – you should allow approx. 60 -90 minutes for the completion of the Day 1 pretest items.

For the Day 2 Answer Folder and Day 2,3, or 4 Answer Folder you should allow approx 15 minutes for each.

86. Many of the schools in the Upper Peninsula are located in the Central time zone. What does this mean in terms of the 9:00AM start time? Can Central time zone schools begin testing no later than 9:00AM Central?

Yes, each school must start no later than 9:00AM local time.

87. What will happen if a district has a two hour fog delay and can't get students to school before 9:00 am?

If this occurs on Day 1 – call ACT for instructions – 1 800-553-6244 Ext 2800.

If this occurs on Day 2 or Day 2, 3, or 4, a phone number will be made available in the test administration manual.



#### What if a room supervisor must use the restroom during testing?

The room supervisor may leave the room only if a Proctor(s) are present. If the Room Supervisor is the only person in the room they must wait for a Proctor to cover the classroom while they are out. See the Supervisor's Manual of Instructions for the ACT Plus Writing – State Testing, page 8 – Roving Proctor.

89. On Day 2 we have a delayed two-hour start for common planning. May we begin that day's testing at 10:00 am?

Day 2 testing is to begin by 9:00 AM. The rules for Day 2 are no different than Day 1.



#### What is the earliest we can start testing each morning?

Testing must be the first activity of the morning. You do not want to create an early start time that disadvantages your students. Once students are checked in you may begin testing.

91. What happens if there is a crisis situation during testing such as a bomb threat, fire alarm, or medical emergency? How will that be handled?

Manuals provide information about how to handle test day situations. This will be addressed in the MME Key Staff Training.



# 92. Are there formula sheets given for the math portion of the ACT or only on WorkKeys?

Formula sheets may NOT be used for any portion the ACT. However, approved calculators may be used. See the Supervisor's Manual of Instructions for the ACT Plus Writing – State Testing, pages 11 – 12. Also, just prior to test day, review the calculator information on the ACT website as new information on calculators may have been posted. See the ACT website at

http://www.actstudent.org/faq/answers/calculator.html

### 93. **Are** y

#### Are you allowed to post a timer in the testing room?

NO - you may use a clock.

# 94. Our school has a split schedule. Students begin classes at 8:00 am and 12:30 pm. How do we test afternoon students who arrive at 12:30?

Schools will have to adjust schedules on test days and arrange for **ALL** students to arrive and begin testing in accordance with the information in the Supervisor's manuals. For example for Day 1 ACT – **ALL** students must begin testing by 9:00am. See the Supervisor's Manual of Instructions for the ACT Plus Writing – State Testing, page 3 – Test Dates and Times.

## 95. What if bathrooms are in the testing room? Can this restroom be used?

Only if this does not create a distraction for the students testing in that room. For example, no one not involved with testing may enter the test room.

# 96. Our classrooms are designated as labs with individual carrels. Is this room acceptable for testing?

No – see the Supervisor's Manual of Instructions for the ACT Plus Writing – State Testing, pages 4-6.

## 97. Can we take 5 minutes between test 1 and test 2 or between test 3 and test 4 on Day 1?

No -- see the Supervisor's Manual of Instructions for the ACT Plus Writing – State Testing – pages 21-22 regarding the required breaks after test 2 and 4. No other group breaks are allowed. See page 22 regarding allowing individuals to use the rest room during testing, if necessary.



# 98. Are ACT personnel available to help in-service staff in administration and proper testing standards/procedures?

On-site assistance is not available. If you have questions about Day 1 testing procedures contact ACT at 1800-553-6244 ext 2800.

# 99. Does knowing the student constitute "official identification" or does the student need an official photo ID?

Personal recognition by testing/school staff is acceptable – see pages 18-19 of the Supervisor's Manual of Instructions for the ACT Plus Writing – State Testing – Identification of Examinees. Be sure to mark the roster as stated on page 19.

# 100. If individual test irregularities occur and we need to talk to someone from ACT, what number do we call?

See your Supervisor's Manuals for all phone numbers. Call ACT 1-800-553-6244 ext 2800 regarding Day 1 irregularities. For Day 2 or Day 2, 3, or 4 call PEM at 1-800-204-4109.

## 101. During the 15 minute break on Day 1, may we offer food and drink to all test takers and proctors?

This is permissible but only **outsid**e the test room. Remember that the test room must be supervised at all times. Note that the break may **not** include lunch.

#### 102. How should cell phones be handled?

Students are instructed to turn off their cell phones during all testing activities – see the verbal instructions on page 23 of the Supervisor's Manual of Instructions for the ACT Plus Writing – State Testing. Also see page 18 – Admitting Examinees to the Test Room and page 37 -- Prohibited Behavior. The rules for cell phones apply to all days of testing.

## 103. What would happen is students continue to fill in blanks after time is called?

This constitutes prohibited behavior. The student is to be dismissed from testing, and instructed the test will not be scored. Staff are to complete an Irregularity Report and attach the "voided" answer folder to it – see the Supervisor's Manual of Instructions for the ACT Plus Writing – State Testing pages 37-38 Prohibited Behavior.



## 104. During the 15 minute break on Day 1, are students allowed to leave the room?

Yes. See the Supervisor's Manual of Instructions for the ACT Plus Writing – State Testing pages 21-22.



#### 105. How should bad-acting student be addressed?

See the Supervisor's Manual of Instructions for the ACT Plus Writing – State Testing -- Irregularities beginning on page 34. Pay particular attention to "Disturbances and Distractions," "Irrational Behavior," and "Prohibited Behavior." Do not dismiss students who do not take the testing seriously but are not disturbing others; their answer documents will be scored.

# 106. If a student finishes a test are they allowed to step out of the room until the next test is given? Are they allowed reading material while waiting for the next test session?

No to both questions. See the Supervisor's Manual of Instructions for the ACT Plus Writing – State Testing page 22 regarding "Examinees Who Leave During the Test and Return" and "Examinees Who Leave Early." Also see the verbal instructions on page 23 where students are advised they may not access any personal items (e.g., reading material) during testing.



#### Can individual testing rooms start at different times?

Yes this is certainly possible, but all rooms must start no later than 9:00 a.m.



### 108. If food and drink are not allowed, what about students who are diabetic?

A student who requires food or drink due to a medical condition must test individually. If this is the only accommodation needed for the student, it can be handled as a local decision. If the student needs additional accommodations, the need for food or drink should be included with the accommodations request.



#### 9. What is required in the seating chart?

See the information and example provided in the Supervisor's Manual of Instructions for the ACT Plus Writing – State Testing on pages 47-48.



# 110. Please describe exactly how "chain of custody" should be documented?

See the Supervisor's Manual of Instructions for the ACT Plus Writing – State Testing "Security of Test Materials" on pages 10-11, and the "ACT State Testing Test Booklet Count Form" on pages 49-50.

# 111. What if students are unable or unwilling to answer the non-cognitive questions?

See the Supervisor's Manual of Instructions for the ACT Plus Writing – State Testing – "Completing the Non-Test Portions" beginning on page 13. Note that the High School Course/Grade Information, Interest Inventory and Student Profile Section (pages 2-3 of the answer folder) are optional, but all other information (pages 1 and 10 of the answer folder) is required.

# 112. Is the district assessment coordinator allowed to monitor test administration, check in rooms during the test, etc?

If the District Assessment Coordinator is serving in one of the test day staff rolls – TS, Backup TS, TAC, Room Supervisor, or Proctor – their responsibilities extend only to that roll. If they are not part of the test day staff, they are NOT allowed in the testing area.

#### 113. What are acceptable forms of ID?

See the Supervisor's Manual of Instructions for the ACT Plus Writing – State Testing – "Identification of Examinees" – pages 18-20.

### 114. If MME testing is in March, will any of those students be eligible to take the ACT in April or June?

Yes – students may register to take the test in April or June – however the state will not pay for this testing. In addition, students who request accommodations may also test in April or June. See information under "ACT Repeat Testing" on page 3 of the "Procedures for Requesting ACT Test Accommodations for Day 1 of the Michigan Merit Examination (MME) – March 2007" available on the MME Web page.

#### 115. What are acceptable calculators?

This information is updated as new calculators are introduced. For the latest information see the ACT website

http://www.actstudent.org/faq/answers/calculator.html



## 116. Does the memory on a student's calculator need to be erased by school staff the morning of testing?

No. See the Supervisor's Manual of Instructions for The ACT Plus Writing – State Testing – "Calculators" on pages 11-12.

## NEW

#### 17. What if there is a snow day on the make-up days?

If this occurs on Day 1 or Day 2 testing, there is no additional makeup. If this occurs on Day 2, 3, or 4 testing – it may be possible to makeup the test as long as it is completed by Day 4 (e.g., there is a snow day on Day 3 – the test could be given on Day 4).

## 118. If there is a snow day on March 13, can the ACT be given on March 14?

No – if there is a snow day on the initial testing day, students are to be rescheduled to test on the makeup day – March 27<sup>th</sup>. The school must submit an order for enough makeup materials for all students.

# 119. Bathroom visits are only allowed during regularly scheduled breaks, right?

No. For Day 1 – See the Supervisor's Manual of Instructions for the ACT Plus Writing – State Testing page 21-22. See page 22 regarding allowing individuals to use the rest room during testing, if necessary.

### 120. May we spread the administration of the Michigan science and social studies assessments across days 2, 3, and 4?

No. These tests are to be administered in one session, to be conducted on one of these days.

#### 121. Can instructions be read over the PA system to all testing rooms?

**NO** – Verbal instructions must be read verbatim in each testing room. Reading instructions from a central location cannot adjust to situations in individual rooms.

#### 122. Do we need to do anything special if we are testing 135 in the gym?

Make sure to have enough proctors on hand and be sure that students are seated according to ACT guidelines.

# 123. In order to provide enough supervision for a room of over 100 test takers, would we apply the ratio of 100:3 plus 1 for every 25 test takers? For example 200 test takers = 7 proctors?

First of all, we recommend testing in groups no larger than 100. If 200 students must be tested in one room, then 7 proctors in addition to the room supervisor would be required. (The ratio is 1 proctor for every 25 students after the first 25.)



### 124. It was stated that it is <u>preferred</u> to test no more than 100 in a gym. Is it OK to test over that number, say 300?

Testing this number of students in one test session is strongly discouraged. However, if this is the only way to arrange testing for your test site, it can be done, assuming the school has the requisite number of staff assigned to the room and all room, seating, and facility requirements are met.

### 125. Will the ethical practices document be updated either before fall testing or the administration of the MME?

The ethical guidelines that have guided MEAP testing will be reviewed prior to MME assessment, but they should be followed for MME testing.

### 126. How is "Direct Consultation" made with ACT or Pearson Educational Measurement to handle irregularities?

Supervisor's manuals will provide information about how to contact ACT or Pearson toll free on test day. These will be available at the training workshops.

### 127. If you miss one day of testing in early March, do you have to take ALL of the test components?

Students who do not take all of the components of the MME will not be eligible for the Michigan Merit Award and will not count toward the school's participation rate for AYP and the Ed Yes! school report card. If a student misses one day, they can makeup just that one day during the makeup testing period two weeks later.

# 128. If a student misses the Day 1 ACT can they complete Day 2 and Day 2, 3, or 4 as originally scheduled or do they need to attend all tests in the make-up window?

The student should participate in all initial test sessions that they are present. If a student misses any initial test session (Day 1, Day 2, or Day 2-4), they can makeup just that one session during the makeup testing period two weeks later.

# 129. Can you speak to the make-up scenarios? For example, if you miss ACT Plus Writing on March 13 but you are there for March 14 and take WorkKeys, do you have to make up ACT on March 27 and WorkKeys on March 28? Or can you simply make up the test that you missed?

Yes. See response to question #128.

#### 130. Will all tests be timed?

Yes, all sections of the MME will be timed.

#### 131. Are calculators allowed on the MME component tests?

Yes. The same models as permitted on WorkKeys and/or ACT.

### 132. Will the Core Democratic Values be listed on the MME for students to see (as they were on the MEAP)?

The social studies assessment will include the standard Core Democratic Values list, plus the score point description for a 6 in persuasive writing and the description of what it takes to get a 5 using the social studies rubric.



# 133. If a student fills out the pre-test information but is absent on Day 1 testing, will they have to re-do this information on a make-upp answer folder?

No – the school should retain the Day 1 Answer Folder and use it during the Make Up administration.

# 134. What should students do with their admission ticket if they have already registered for the Feb ACT?

Students who have already registered for the February ACT may take the test if they so choose. There is no prohibition against students taking the ACT on a national test date and on the MME test dates. Registration fees are not refundable.

# 135. If a student has taken the ACT before and filled out the entire pre-test sections, do they need to do this again for the March testing?

Yes – even though a student may have tested before, they must complete the entire pre-test information for that information to be part of their state testing record.

#### 136. How long will each component of the test take?

Please refer to the chart below:

MME Spring 2007 Test Organization						
Day*	Assessment	Subject	Number of Parts	Total Items	Testing Time (minutes)	Estimated Time Required for Administration
Day 1 March 13 (Makeup March 27)	ACT Plus Writing	English	5	75 MC items	45	Total test administration time including check in, instructions, breaks,
		Mathematics		60 MC items	60	
		Reading		40 MC items	35	
		Science		40 MC items	35	
		Writing		1 Prompt	30	
DAY 1 Testing Time 205 minutes (3 hrs / 25 minutes)						distribution and collection of materials - 5.0 hours.
Day 2	WorkKeys	Reading for	3	33 MC	4.5	Total test administration time including check in, instructions, breaks, distribution and
, <u>-</u>		Information		Items	45	
March 14 (Makeup March 28)		Applied Mathematics		33 MC Items	45	
	Michigan	Mathematics		15 MC items	20	
Day 2 Testing Time 110 minutes (1 hour / 50 minutes)						collection of materials - 3.0 hours
Day 2, 3, or 4 March 14, 15, or 16 (Makeup March 28, 29, or 30)	Michigan	Science	3	53 MC items	50	Total test administration time including check in, instruction, breaks, distribution and collection of
		Social Studies		26 MC items and 1 prompt	50	
				31 MC items and 1 prompt	50	
One half-day session on Day 2, 3, or 4 Testing Time 150 minutes (2 hours / 30 minutes)						materials - 3.5 hours
*More detailed information about this schedul and the makeup tests given exactly 2 weeks la is available on the MME website				TOTAL Minutes	465	
				TOTAL hours	7.75	



#### **Enrollment:**

### 137. Will the OEAA secure website be utilized for MME as it is for MEAP? What will be different, if anything?

The OEAA secure website will be utilized for the MME in much the same way as it is for the MEAP. It will be the focal point for the MME score reports, as well as ACT and WorkKeys summary information. Many of the reports on the site will mirror the format of the new MEAP reports.

Hard copy reports that will be shipped to schools and/or students will include MME reports, along with the full complement of ACT and WorkKeys reports that schools would normally receive.

### 138. How is a student's junior year defined? By minimum credits or social promotions (when a student entered in the 9<sup>th</sup> grade)?

Student grade levels are defined by high schools according to their district's policy, generally by credits earned. For schools that are non-graded and have no policy to determine grade level, the MDE has established age-based requirements. Certainly, it is preferable that schools assign grade level according to their district policy.

Schools should be aware that the Grade 11 enrollment used to determine participation for Adequate Yearly Progress (AYP) comes from the spring (February) Single Student Database (SRSD) submission. All students reported in Grade 11 in the spring SRSD should be tested.

#### 139. Are foreign exchange students expected to take the MME?

All students who are enrolled as 11<sup>th</sup> graders as of March will need to participate in MME.

140. We have a group of students who just missed the credit level needed to be Juniors in the fall. They will have earned enough v=credit to be considered a Junior after the first semester (so by January 26<sup>th</sup>). Can they still take the MME in the spring and how will this affect our participation rates and AYP?

If students are enrolled in grade 11 in the February SRSD, they are required to be assessed in Spring 2007. If the student are enrolled in grade 11 in the February 2007 SRSD, this is the year that their participation will affect participation rates for AYP, positively is they are assessed, negatively if they are not assessed.

### 141. If a student took the MEAP this year (2005-06) as 10<sup>th</sup> graders, will they need to take the MME in Spring 2007?

Yes, all 11<sup>th</sup> grade students must take the MME during the spring MME cycle during the 11<sup>th</sup> grade year, even if they have taken the MEAP High School Assessment during an earlier administration. In fact, even those students who were 11<sup>th</sup> graders during the current year (2005-06), and remain so next year, will need to take the MME again in the spring 2007.



# 142. If a 10<sup>th</sup> grader (during the 2005-06 school year) has passed all parts of the MEAP HST, will this student get the Michigan Merit Award money?

No. As of December 21, 2006, students in the graduating class of 2008 are required to take the MME as an 11<sup>th</sup> grade student to qualify for the **Michigan Promise Scholarship**. Details are available at the end of the FAQ.

#### 143. Is the MME Retake available to anyone?

It is available to anyone who is (1) enrolled at a Michigan public or non-public school, a Michigan charter academy, or is home-schooled and resides in a Michigan school district **AND** (2) is a 12<sup>th</sup> grade student or an adult education student.

### 144. How do I get a User ID and password to pre-ID my students and order my materials?

New users will need to obtain a User ID and password from their school district administrator of the OEAA secure site. If no one in your district has access to the OEAA secure site, email <a href="mme@michigan.gov">mme@michigan.gov</a>

# 145. Should high schools be looking at the students to test for MME as those students who are in their 3<sup>rd</sup> year of high school or the students who have enough credits to be juniors?

If local districts identify students by grade level, then juniors should be tested. If you have ungraded students, use the table for age to grade conversion that is used for MEAP or MI-Access. Here is the link to this document: <a href="http://www.michigan.gov/documents/Age\_vs\_Grade\_level\_122976\_7.doc">http://www.michigan.gov/documents/Age\_vs\_Grade\_level\_122976\_7.doc</a>

### 146. If a student enrolls at your school after the application deadline, will they be able to enroll?

Yes, there will be a process for handling students new to your school.

### 147. Is the Nov 1 – 17 ordering materials like the MEAP, a projected number count for 11<sup>th</sup> graders?

Yes, this is similar to MEAP. Using the OEAA secure site, you will select materials ordering and shipment tracking from the online registration menu on the left side of the screen. After selecting the MME test cycle, you will enter your grade 11 enrollment and order accommodated materials by type and subject.

#### 148. What about ordering for Day 1; when and how do we do this?

This occurred when the School Information Form was completed and submitted to ACT as a part of the School Establishment Packet. Accommodated materials for Day 1 will be shipped from ACT based on ACT-approved and state-allowed accommodation requests.

# 149. Who will be responsible for identifying test-taking students, i.e. creating labels? Does our staff input data or someone else? Or will we receive preprinted labels?

Schools will receive pre-printed labels. OEAA will load student information for students enrolled in Grade 11 from the Fall 2006 SRSD, unless schools choose to submit their own pre-ID file.



### 150. How do we add students to the enrollment if they transfer in between online enrollment and the test dates?

Pearson/ACT will send an overage of the MME testing materials to handle such situations. Students will need to be registered through the OEAA secure site and bar code labels printed.

151. What if the school, like a day treatment program, currently has no 11<sup>th</sup> graders and therefore no Test Accommodations (TAC), but gets an 11<sup>th</sup> grade student in February who needs to test?

Every school is required to appoint a Test Accommodations Coordinator (TAC), in addition to the Test Supervisor (TS) and Backup Test Supervisor (BU). The Test Supervisor or Backup Test Supervisor may serve a dual role as the TAC.

These three appointed Testing Staff are required to attend the MME Staff Training, and as a result, will be prepared to work with a student needing accommodations if and when they do enroll in your school.

#### Reports:

### 152. Where can we find the anonymous student data files for Fall 2005? Will MME also generate anonymous files?

Please contact the MEAP office to obtain these files. Yes, such files will also be available for MME.

### 153. What will the score reports look like? Will a sticker be available to put on the transcript?

MME score reports will look very similar to the new MEAP reports. The student and school will also receive the standard reports for the ACT and WorkKeys. Transcript stickers (student record labels) will be provided for the MME, ACT and WorkKeys.

# 154. Does the ACT score on the MME count for out-of-state college admissions (NCAA)?

Yes, if the score was achieved through Standard Testing or ACT-Approved accommodations. ACT scores achieved through State-Allowed accommodations are **NOT** reportable for college admission or the NCAA.

### 155. Will the ACT plus Writing given on March 13 count as an ACT score accepted by colleges?

Yes. Students needing accommodations must receive ACT-approved accommodations to receive a college reportable score.

# 156. If ACT renders a group of tests as invalid as result of unintended violations of testing practices related to the ACT, will the test be rendered as not having been given for reporting of AYP?

Invalid assessments yield no score and students would be classified as not participating for purposes of AYP.

### 157. When a 12<sup>th</sup> grade student retakes the MME, which score will be used in figuring AYP? Will it be the better score or the more recent score?

We are authorized by the U. S. Department of Education to use the students' best score through the end of 11<sup>th</sup> grade for NCLB AYP purposes.



### 158. Must Grade 12 re-testers take all of the MME components in Fall 2007?

They will need to take all the components of the MME.

## 159. Can MME ACT results be reported to colleges, if so how do students facilitate the reporting?

During the pretest session students may elect to have their ACT scores sent to up to 4 colleges on the Day 1 Answer Folder – see page 14 of the Supervisor's Manual of Instructions for the ACT Plus Writing – State Testing. ACT scores achieved through standard testing or with ACT approved accommodations are college reportable. ACT scores achieved through State – Allowed accommodations are NOT college reportable.

### 160. Why are ACT results not reported to colleges? Will students have to take the ACT twice?

See Response to question #159. Most ACT scores are college reportable.

# 161. Does the Act score count for 11<sup>th</sup> graders who wish to attend college?

Yes – if the test was taken under college reportable conditions – Standard Testing or ACT Approved Accommodations. Tests taken with State Allowed Accommodations are NOT college reportable.



#### 162. What is a college reportable score?

See the answer to question #159.

### 163. Have cut scores been established for a student to be eligible for the Michigan Merit Scholarship or to be considered to be proficient?

Cut scores are being reviewed now. It will be the responsibility of the OEAA to develop cut scores that are neither easier or harder to obtain than those established for the MEAP high school assessment. Information on the **Michigan Promise Scholarship** is available at the end of the FAQ.

164. Will a student in the 11<sup>th</sup> grade who has taken the ACT on a National Test Date prior to the in-school administration of the MME be allowed to use the test score from the National Test Date or will they be required to take the test again during the in-school administration?

No. <u>All</u> high school juniors need to participate fully in the MME, regardless of how many times they have taken the ACT (or WorkKeys) tests in the past.



# 165. Will current juniors not be allowed to take the ACT on the national test dates of February 10 or April 14, 2007, since there would not be a 60 day span of time between tests?

Students may register to take the test on any regularly scheduled national test date and may also test on ONE of the state testing dates. NOTE: if a student completes testing on both the initial and makeup state test dates, the makeup scores will be cancelled automatically.

#### Student Materials Ordering and Shipping:

### 166. How do I get a User ID and password to pre-ID my students and order my materials?

New users will need to obtain a User ID and password from their school district administrator of the OEAA secure site. If no one in your district has access to the OEAA secure site, email mme@michigan.gov

### 167. How do we enter the number and type of accommodation materials if we do not know what accommodations are approved for our students?

Only accommodations for Day 1 ACT Plus Writing must be requested for approval – by completing a Request for ACT-Approved Test Accommodations or an Application for State-Allowed Accommodations. The receipt deadline for requesting ACT-approved accommodations is December 1, 2006. The receipt deadline for State-allowed accommodations is January 10, 2007. Schools will only need to order materials for Day 2 (2, 3, or 4) testing. Schools do not need to know if Day 1 accommodations have been approved prior to ordering Day 2 (2, 3, or 4) test materials. Day 2 (2, 3, or 4) materials (e.g., test formats – Large Print, Braille, Cassette, audio DVD) should be ordered based on each student's IEP or 504 plan as approved. Schools are advised to review the *Spring 2007 Michigan Merit Examination (MME) Accommodations Summary Table* posted on the MME website at www.michigan.gov/mme.

#### 168. Will my test materials be shipped to the district office?

No. Testing materials will be shipped to the Test Supervisor or Test Accommodations Coordinator at each high school.

169. How will ACT answer documents be returned? Mail or FedEx?

ACT/PEM will arrange FedEx Pickups.

170. Do practice materials need to be requested or will they arrive automatically? Is there a cost and how many will arrive?

See the MME website at <a href="www.michigan.gov/mme">www.michigan.gov/mme</a> regarding test prep materials. Note also the order form for Accommodations Special Testing Practice Formats.



# 171

#### Are unused answer documents returned or destroyed?

Returned after makeup testing for Day 1. See pages 40-42 of the Supervisor's Manual of Instructions for the ACT Plus Writing – State Testing. Unused answer folders from Day 2 and Day 2, 3, or 4 should also be returned to PEM.

# 172. What do we do when we do not receive test materials for Day 1, Day 2 or Day 2 – 4 on time, especially if this is the make-up day?

For Day 1 contact ACT at 1-800-553-6244 ext 2800. For Day 2 or Day 2, 3, or 4, contact PEM at 1-800-204-4109. Be sure you order makeup materials as required for each day.

## 13

#### Do schools need to call FedEx to schedule pick up?

No - pickups will be scheduled for you.



### 174. If we are testing off-site, will the pick up of materials be at the off-site?

No – pickup of materials will be from the School's location – the same location to which materials were originally delivered.

### 175. Does the test supervisor have to sign for the FedEx pick-ups or can someone else to this?

Materials addressed to the Test Supervisor or TAC may be signed for by other designated school staff. Once delivery is accepted, the Test Supervisor or TAC should be notified immediately. For pickups, if your normal pickup point is not secure or is not constantly monitored, leave a note directing the driver to the office or other staffed location where you can leave the sealed carton(s). (See page 40 of the Supervisor's Manual of Instructions for the ACT Plus Writing – State Testing.)



### 176. When MME materials are ordered, does this include ACT test materials?

No, the processes for Day 1 are separate from Day 2 and Day 2, 3, or 4. ACT will ship Day 1 materials based on the enrollment information each school has provided to ACT, or in the case of the Make-up, the number of materials a school orders from ACT for the Make-up by sending in the fax – Day 1 Make-up request. All Day 2 and Day 2, 3, or 4 materials for both the initial and makeup test must be ordered through the MME Secure website. If accommodated materials for the ACT are needed for a student, these should have been requested for ACT Approved Accommodations by December 1, 2006 by using the appropriate ACT request form, or by January 10, 2007 for State Allowed Accommodations. Accommodated materials ordered for Day 2 or Day 2, 3, or 4 through the MME secure website will **not** generate a similar order for ACT Day 1 accommodated materials.

#### Non-Public Schools:

### 177. How does someone from a non-public school get a User ID and an OEAA number?

MDE will provide information about this to MME testing staff during training in November-December.

178. Some students in my non-public school require testing with accommodations, but our students will be testing at an auxiliary test center. Where will the special accommodations testing be administered?

It is our hope that someone at the non-public school will agree to administer the accommodated assessment to the student, since there are no accommodated assessments available at the auxiliary test centers. This is "Option 2" in the letter sent to non-public school principals. If the non-public school does not elect "Option 2," and the school is not established as a test center, then students who require accommodations will be unable to participate in the MME.

#### **Home School Students**:

#### 179. Do Home-schooled students have to take the MME?

The participation of home-school students is voluntary. If they choose to participate, they will do so through their local district high school.

180. Can home schooled students be tested in a classroom with the other high school students or must they be tested in a separate room?

Home schooled students may be tested with the other high school students. Note however, during the pretest session you are to code their Day 1 Answer Folder block K 969999 and the Test Supervisor needs to fill in oval A in block V- Question 1.



### 181. What is the deadline for home school students to notify high schools that they will be testing for the MME?

There is not a deadline for Home school students to register to take the MME, other than the student has sufficient time to complete the demographic portion of the answer documents before testing. If a Home school student made the request to test as late as March 13 (Day 1 of the initial testing), it would be reasonable for you to schedule them to test with your students during the makeup test dates to allow time for completion of the demographic information on the answer documents before testing.

There are no forms required for registration to test, but your school will need sufficient information to enroll the student on the OEAA-secure site as a Home school student. You will need to verify that the student resides in your public school district and is an 11th grade student.

Each school will receive an overage of materials. You may also order additional materials if needed. If time does not permit ordering additional materials once the student contacts you, and you do not have sufficient materials to test the student on the initial test dates, then you should plan to test the student during the makeup test window. If time and materials permit, you should make every attempt to test the home-school student during the initial test dates (March 13-16).

Note: If the home schooled student requires an accommodated version of the assessment, the receipt deadline for ACT-approved accommodations was December 1, 2006. Since this date has passes, the student should be scheduled to take the MME test in Fall 2007. The school should work with the student to facilitate this registration process.

#### **Homebound Students**:

### 182. Do homebound students have to come in or must they be tested at home?

It depends on the individual situation. If the student is expected to be homebound or hospitalized for <u>both</u> the initial and makeup test dates, call ACT to discuss options 1-800-553-6244 ext 2800. In general, the school will need to submit an off-site request for the student. If the student also needs accommodations, a request for those accommodations must be submitted.

#### Senior: Class of 2007:

### 183. Is the spring MEAP retake window during the same dates as the MME?

Yes. March 12 - 30, 2007

### 184. Can seniors who have already earned the merit award take the ACT/MME?

No.



185. I understand the Class of 2007 will have the opportunity to take the MEAP as a Retest in the fall of 2006. Will they also be able to retest in MEAP in the spring 2007? If so, will it be given at the same time as MME is given in the spring?

Only 12<sup>th</sup> grade students will have the opportunity to take a MEAP retest in the fall 2006 or spring of 2007. Fall 2006 MEAP HST retest dates are October 23 – November 3, 2006. Spring MEAP HST dates are March 12 – 30, 2007.

### 186. Does the MME Retest administration (Day 2 and Day 2, 3, or 4) take place in our building or at an off-site centrally located facility?

Each school will need to decide where to administer these components.

# 187. Is the October 27, 2007 ACT Plus Writing Retest to be taken at a regular national test center or at the individual school on the national test date?

Students retesting on October 27, 2007 will be taking the test at a regular national test center. Students who require alternate formats or more than 50% extended time must request Special Testing, which will be administered at the individual school.

#### **Dual Enrollment Eligibility**:

#### 188. What about dual enrollees from last year?

Students already eligible for dual enrollment need not re-qualify for dual enrollment and thus do not need to take the PLAN or PSAT tests.

#### 189. Do students have to take both the PLAN and the PSAT?

No. Students need to take only one of these tests for dual enrollment.

### 190. Can students take both tests to see if they can pass one or the other?

Yes. Students can, if they wish to, take both exams, and if they pass either one, they are qualified for dual enrollment.

### 191. Do students need to have taken the PLAN or PSAT this school year (2006-07)?

No. If students either took either of these tests last year (2005-06) and scored at a level above the scores contained in the Jeremy Hughes 9/5/06 memo, they are qualified for dual enrollment.

### 192. Can school districts use or develop or use other assessments than PLAN and PSAT?

No. Public Act 594 of 2004 indicates that only college entrance readiness tests aligned with Michigan's standards can be used for dual enrollment qualification. The state is determining whether some community college and university placement tests might be used in the future. However, this year, only PLAN and PSAT can be used.



### 193. What should school districts do about the area of social studies, where no PLAN or PSAT score is available?

For areas for which no PLAN or PSAT data, school districts should use available data such as MEAP Social Studies test data, local school district test data or course grades. In this area only, local districts need to set criteria for student eligibility.

#### 194. When can the MME be used for eligibility for dual enrollment?

When students take the Michigan Merit Exam in the spring of their junior year, the MME will become the measure used for dual enrollment eligibility determination. Students who score at levels 1 or 2 (Exceed the Standards or Met the Standards) will be eligible for dual enrollment.

# 195. What about 10<sup>th</sup> grade students who took the MEAP last year but didn't pass all parts? Do they have to start over with the PSAT and PLAN as opposed to simply taking the MEAP tests they didn't pass?

The MEAP tests are not available to sophomores or juniors. Just seniors may take the MEAP this fall. If a student did not pass all parts of the MEAP, they have the choice of dual enrolling in the areas in which they did pass on MEAP or trying to qualify for other areas by taking the PLAN or PSAT tests this year.

#### **MME Test Components**:

### 196. ACT assesses the College Readiness Standards. What does WorkKeys assess? Are there specific WorkKeys "standards"?

WorkKeys® is a job skills assessment system measuring "real world" skills that employers consider critical to job success. These skills are valuable for any occupation and at any level of education. The WorkKeys system documents how well test takers perform using these "real world" skills. WorkKeys *Reading for Information* is a skill commonly taught and used in classroom settings as prospective workers prepare to enter the job market. WorkKeys *Applied Mathematics* emphasizes the application of mathematics skills taught in the classroom to the solution of specific workplace problems and situations. Thus WorkKeys assessments focus on skills that are needed to function effectively on the job from Day 1 and to demonstrate sustained performance over time in the workplace. At the same time, these assessments provide an indication of students' academic knowledge gained in these critical areas.

Individual performance is measured against a range of skills in each area. Scores for both *Reading for Information* and *Applied Mathematics* are reported as Level Scores, from a possible range of Levels 3-7. Level 3 is the lowest level of performance of interest to employers. Level 7 is the highest level, beyond which specialized training would be required. Thus, Level 3 includes materials that are least complex and Level 7 includes materials that are the most complex. As the difficulty of the reading stimulus or math problem increases, so does the level of skill required to fully understand and work with the material.



197. A question about the WorkKeys Social Studies section. When the MEAP was administered, the Social Studies was optional. I am assuming that it is not optional with WorkKeys. Is this correct?

There is no Work Keys Social Studies section. You may be referring to the Michigan Merit Exam Social Studies section (which is an all Michigan-developed test). This is not an optional test. The Michigan Merit Exam legislation says that Social Studies is one of the MME test components students need to pass in order to qualify for the Merit Award scholarship (P.A. 594 of 2004).

198. Both the ACT and WorkKeys assessments are constructed based on their own curriculum standards. How do Michigan's High School Content Expectations related to the ACT/WorkKeys standards? Should schools use both sets of standards to develop classroom instruction and assessment?

Even though both the ACT and WorkKeys tests are constructed based on standards developed by ACT, they are closely related to the Michigan high school standards and benchmarks. All three sets of standards should be used as points of reference by high school faculty as they work to improve their instructional programs.

199. How can we get released ACT items? (Hopefully along with the College Readiness Standard assessed!)

ACT provides a complete released ACT test to students in the free student booklet "Preparing for the ACT." This booklet may be downloaded from <a href="https://www.actstudent.org">www.actstudent.org</a> Quantities have been distributed to all high schools. Also, Michigan Virtual University will be providing an ACT test preparation service at no cost to Michigan high schools. It should be available later this fall.

#### **MME Test Preparation:**

200. Is the online ACT prep available to Michigan schools at no cost to schools?

Yes, and it is now available from the Michigan Virtual University. You can find a link at the MME website.

#### Scoring:

201. What rubrics will be used for scoring the Social Studies constructed response item? Is it scored twice, once with the Writing rubric and once with the Social Studies rubric?

There is a separate rubric for the Social Studies constructed-response item for scoring it as a social studies item and scoring it as a writing item. These rubrics are available online at the MME website: <a href="https://www.michigan.gov/mme">www.michigan.gov/mme</a>.

202. What does double scoring mean?

See response to question #201.

203. Is a MME score tied to a graduation or a diploma?

No.



204. How will scores be reported back to students and districts? Will composite scores be reported or scores earned on the individual components, i.e. ACT or WorkKeys?

Students will receive regular ACT and WorkKeys score reports, as well as composite MME score reports at the student, classroom, school and district levels.

#### Retests:

205. Does the MME Retest administration (Day 2 and Day 2, 3, or 4) take place in our building or at an off-site centrally located facility?

Each school will need to decide where to administer these components.

206. With the State of Michigan essentially paying for two ACT tests, will ACT honor the use of the fee waiver for a third test administration?

Yes. If the student meets the eligibility for using an ACT Fee Waiver, they may register for another test date using the waiver as their form of payment.

207. Is the October 27, 2007 ACT Plus Writing Retest to be taken at a regular national test center or at the individual school on the national test date?

Students retesting on October 27, 2007 will be taking the test at a regular national test center. Students who require alternate formats or more than 50% extended time must request Special Testing, which will be administered at the individual school.

### 208. How do students register for Retake tests? If through ACT, what about the other tests?

Students will register through ACT for the Fall 2007 Retake using a voucher that will permit them to retest at no cost. Orders for materials for Day 2 and Day 2-4 will be through the OEAA secure site.

The retake schedule for Fall 2007:

- Saturday, October 27, 2007 (national test center) ACT plus Writing
- Tuesday, October 30, 2007 (local school) WorkKeys and Michigan Math
- October 30, 31 or November 1 (local school) Michigan Science and Social Studies

Accommodations Test Window for Fall 2007:

- ACT plus Writing October 27 November 10
- WorkKeys and Michigan Math October 30 November 13
- Michigan Science and Social Studies October 30 November 15



### 209. Do ALL students get an automatic ACT voucher for the October 27 retesting or just students who don't meet MME proficient scores?

Students who take the MME will have the opportunity for one retest paid for by the State of Michigan.

### 210. Does the retest MME score count for AYP and/or Michigan Yes accountability?

The MME retest will count for Education YES. The student's best score will be used for Education YES.

We are authorized by the U. S. Department of Education to use the students' best score through the end of 11<sup>th</sup> grade for NCLB AYP purposes.

#### Michigan Merit Award/Michigan Promise Scholarship Eligibility:

On December 21, 2006, Governor Granholm signed into law the Michigan Promise Scholarship. Criteria for the Michigan Promise Scholarship are listed below:

#### **Eligibility Criteria**

- Must be a Michigan resident.
- Take the State Assessment Test; either the Michigan Educational Assessment Program (MEAP), or the Michigan Merit Exam (MME) depending on high school graduating class year as listed below.
- Enroll at an approved postsecondary institution in Michigan or a military service academy within two years of becoming a high school graduate (two-year period would be extended for service in armed forces or Peace Corps).
- Complete the postsecondary education requirements (associate's degree, etc.) within four years of initial enrollment at the postsecondary institution.
- Achieve a cumulative college grade point average of 2.5 (except for students completing vocational education programs that do not record grades).
- Be a high school graduate or have passed the GED or any other graduate equivalency exam approved by the State Board of Education.
- Certify his or her eligibility for a scholarship.
- Meets all other eligibility criteria.

#### State Assessment Test Criteria

#### Class of 2008 and Beyond

Students from the high school graduating class of 2008, and beyond, need to take the MME to qualify for the Michigan Promise scholarship.

(Continued below)



#### Class of 2007

Students from the high school graduating class of 2007 who have already taken the MEAP test and received qualifying scores for the Michigan Merit Award (notification received from the Office of Scholarships and Grants) already qualify for the Michigan Promise scholarship.

Students from the high school graduating class of 2007 who have already taken the MEAP test and have not received qualifying scores for the Michigan Merit Award are advised to retake the MEAP test in Spring 2007.

#### Class of 2006 and Prior

Students from the high school graduating class of 2006 and prior are not eligible for the Michigan Promise scholarship. Students may be eligible for the <u>Michigan Merit</u> Award.

#### **Scholarship Amounts**

- Students who receive qualifying scores on the State Assessment Test (MEAP or MME depending on high school graduating class year) may receive up to \$1,000 per academic year for each of their first two years of college enrollment and up to \$2,000 after the successful completion of two years of postsecondary education with at least a 2.5 GPA (associate's degree, two-year certificate, vocational education program or 50 percent of the academic requirements for a bachelor's degree).
- Students who do not receive qualifying scores on the State Assessment Test (MEAP or MME depending on high school graduating class year) may receive up to \$4,000 after the successful completion of two years of postsecondary education with at least a 2.5 GPA (associate's degree, two-year certificate, vocational education program or 50 percent of the academic requirements for a bachelor's degree).
- Students completing a vocational training program requiring less than two years to complete may be eligible for a prorated scholarship amount.

#### For More Information

For more information on the Michigan Promise scholarship, contact the Office of Scholarships and Grants toll-free at 1-888-4-GRANTS (888-447-2687) or e-mail osg@michigan.gov.